



Internal/External Recruitment Specialist (Job Developer)



MOSAIC is searching for an experienced professional who is excited about and committed to assisting internationally-trained professionals find the best possible job in their field in Canada.

POSITION: Recruitment Specialist (Job Developer)

DEPARTMENT: Employment Programs

POSITION FUNCTION: The **Recruitment Specialist (Job Developer)** maintains a robust network of employers and works with them to secure practicums and to fill vacancies with qualified clients. The Specialist coaches and supports clients throughout their job search.

QUALIFICATIONS:

- Good working knowledge of program activities, standard office equipment, software applications (word processing, spreadsheets, and databases), and employer relations
- Post secondary diploma/ degree in social services, marketing, education, or business management and/or related experience
- Good management and communication skills, knowledge of program operations, and contractual targets; highly organized, motivated, sales oriented, and flexible with the ability to meet set performance targets
- Experience in marketing clients for employment, engaging local employers, and arranging and monitoring practicums
- Track record in placing clients in employment
- Experience working with immigrants and refugees an asset
- Experience working in employment programs as asset
- Criminal Record Check
- Career Development Practitioner certification an asset

HOURS: 17.5 hours per week

STARTING PAY: \$21.20 to \$23.86 per hour (based on experience)

RESUMES TO: Hiring Team - MOSAIC Employment Programs
1522 Commercial Drive
Vancouver, B.C. V5L 3Y2
Email: employmentprograms@mosaicbc.org

Please reference “**Your Name – Recruitment Specialist**” in the subject line of your application and submit via email (Word / PDF format). No telephone calls please. Only those selected for an interview will be contacted.

DEADLINE: **February 26, 2017**